

**UTILITIES
SUPERVISOR
WS-5401-10**

UTILITIES

Job Summary

This position is located in the facilities management of Division, Utilities Operations Branch, Facilities Management and Airfield Support Department, Naval Air Station, Lemoore, CA. It's purpose is to plan, assign, direct, coordinate, administer, and manage the work operations of the branch which includes the electrical, utilities, heat control and HVAC operations. Incumbent directly supervises personnel responsible for operating and maintaining all station air conditioning, cooling, refrigeration, chilled water, cold storage, heating and ventilating systems, furnaces, low and high pressure steam and hot water boilers and circulating systems. The incumbent directly supervises personnel responsible for operations and/or maintaining and performing minor repair of water treatment facilities, domestic and industrial waste treatment facilities, heat and steam generation facilities, and personnel engaged in pest control operations. Under the term HVAC there will be six different trade categories involved. Incumbent must have knowledge in the following trades: Air Conditioning, Electronic/Electric and Pneumatic Controls, Plumbing, Outside machinist, Boiler Equipment Mechanic and General Equipment Operator. This includes all electrical, pneumatic, mechanical and electronic control devices and interrelated heating system controls. Responsible for following established procedures to eliminate the unnecessary release of chlorofluorocarbons (CFC) to the atmosphere, and responsible for CFC recovery equipment. Incumbent supervises boiler controls. Safety devises programmers, gas and pressure regulators, valves, high and low pressure cut outs, pumps, burners, igniters, fuel and air mixtures to pass boiler certification test required by the State of California. Incumbent also supervises general equipment operators who's duties are to perform scheduled check and minor operational maintenance to assigned fully automotive gas fired and oil fired and oil fired:(auxiliary) heating, hot water and/or steam boilers. Monitors central power distribution system meters, performs minor operational maintenance to central air compressor system and operates fore (auxiliary) water pumps. Maintenance, repair, alteration and minor construction of Station electrical facilities and for maintenance and repair of dynamic electrical equipment. The incumbent also directly supervises personnel responsible for operating and maintaining fire and intrusion alarms and electronics equipment such as public address systems, heating and air conditioning control devices, and water treatment and distribution control devices.

TYPICAL WORK PREFORMED

I. Planning

Reviews all advance copies of job orders to determine material and manhour requirements, task sequences and needs or requirements for coordinating with other work centers. Analyzes job orders to ensure work sequences can be accomplished within established time frames and with existing/available manpower. Makes recommendations for changes in work sequences or materials based on comprehensive analysis of these factors in each job order. Plans daily schedules and sequences for job orders assigned in the weekly schedule while ensuring that all job orders are accomplished in accordance with the master schedule set by the Maintenance Management Program managers.

Ensures all tools and equipment are available for timely accomplishment of the scheduled work. Responsible for the management of chlorofluorocarbons, ensuring that each repair is accomplished allowing total recovery of CFC's. Must maintain all recovery equipment and inventories related to CFC's. Must fully knowledgeable of OPNAVINST 5090. 1A to ensure all maintenance is accomplished avoiding personal liability for violations of environmental laws. Most environmental status impose criminal liability for negligent violations. Manage the HVAC shops indoor air quality program, understand the problems and have ability to solve them. Building air quality systems must be inspected to relieve drowsiness, fatigue, poor concentration, and breathing difficulties caused by mold, bacteria or poor air circulation. If repeated efforts fail to produce a solution for poor air quality the HVAC supervisor must request a sophisticated measurement of pollutant concentrations to ensure safety of the building occupants. Determines all tool and equipment needs for the Branch and establishes an annual budget for operations.

II. Work distribution

Assigns work to individuals or groups by oral or written instructions. Coordinates all work assignments so that work is completed according to established priorities; provides guidance to ensure proper accomplishment of assigned tasks in the sequences established in the job order. Rearranges work schedules or reassigns work to utilize manpower effectively when unavoidable delays occur in the original schedule. Takes action to correct work stoppages due to equipment breakdown or unforeseen material shortages.

Ensures material is used in a cost effective way; ensures material and equipment are properly stored and maintained while at work site prior to use. Inspects work in progress and after completion to ensure work accomplished meets established plans, orders and specifications and prescribed standards and codes. Takes corrective action to ensure safety operations. Intervenes to resolve work related problems in unusual or complex work operations, establishes methods or procedures to be followed.

Ensures defective work is reported and corrected; analyzed causes of defective work and takes action to eliminate them. Ensures residual material is accounted for and returned to storage immediately upon completion of all work.

III. Management

Performs position management studies and conducts work distribution analysis to determine the most efficient organization for accomplishing authorized work. Analyzes job order reports and labor control reports to assess effectiveness of work operations of the branch. Takes action to correct ineffectiveness.

Establishes records of scheduled preventive maintenance inspection work; compiles listings of equipment problems and deficiencies; maintains equipment data record cards and history record cards for all equipment within the branch's area for responsibility.

IV. Administration

Reviews applications and interviews candidates for vacant positions. Makes recommendations for selections, promotions, details and reassignments. Orients new employees and ensures they receive copies of position description and performance appraisal documents.

Prepares new, revised or amended position description. Develops performance appraisal documents and appraises work on a continuous basis. Assigns final performance ratings and recommends action for performance which warrants action.

Determines training requirements; develops training plans; conducts required training, both formal and on-the-job. Evaluates the effectiveness of training.

Administers the branch safety program. Ensures employees are aware of and observe safety rules and regulations. Maintains clean well kept work spaces. Informs employees of standards of conduct.

Signs time cards; prepares and signs labor sheets (or cards); approved/disapproved leave.

Counsels employees; adjusts informal and formal complaints and grievances; initiates disciplinary action as needed; administers all actions required when employees are injured on the job; encourages employees to participate in the Beneficial Suggestion and Cost Reduction programs.

Promotes equal employment opportunity through continuous participation in the station's Affirmative Action Program Plan. Actively supports efforts aimed toward accomplishment of goals established to overcome under-representation. Ensures equal treatment of all employees to prevent discrimination in employment; employee development and training; advancement and any other relevant personnel actions.

CONTROLS OVER THE POSTION

Incumbent works under the general supervision of the Facilities Management Director, receiving instructions orally and through job orders. Work is evaluated in terms of quantity and quality of work accomplished, adherence to policies and regulation, and demonstrated ability to understand and apply leadership skills.

Must possess or have ability to obtain a government motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Incumbent's work requires moderate physical exertion in order to inspect finish work or work in progress. The position requires work both in an office environment and outdoors. At times, it may require work at irregular hours and in inclement weather.

OTHER

A secret clearance is required.